

## Overview:

Following established procedure and protocols will help us all go home safely and help us minimize human errors and unintended actions. There are times where we come across scenarios that may be unanticipated and not within the scope of a known procedure or protocol. When that happens, we will focus on this document which outlines what to do when faced with non-routine tasks.

## **STOP WHEN UNSURE, UNCOMFORTABLE, OR UNTRAINED...**

To prevent incidents from occurring, it is important to know that it is an expectation that DARKHIVE team members know when to call a "Take 5". Often, taking 5 minutes to regroup/reassess hazards is enough to avoid an incident, or enough to know a full stop is required. If at any point you have concerns about safety or are unsure/uncomfortable/untrained, please stop the work evolution and regroup...

## **Job Hazard Analysis (JHA)**

A Job Hazard Analysis is simply a process where you assess the following:

1. Anticipated Job Tasks: What actions will be taken during the work evolution?
2. Potential Hazards: What could go wrong? What hazards exist? What hazards COULD exist as the work unfolds?
3. Barriers to those Hazards: How will you control the hazards?

JHA's are scalable, depending on what you are facing. Simple tasks (changing a battery in a wall clock) can be done nearly instantly, and more complex evolutions will likely take more time and may benefit from being documented. See attachment #1 for a JHA template that can be used to help the process. Now we will expand on bullets #2 & #3 of the JHA process...

## **Potential Hazards**

After you outline the tasks that will be performed, you then look at each task and think "what could go wrong here?". Here are some general hazards that a JHA will commonly pick up on...

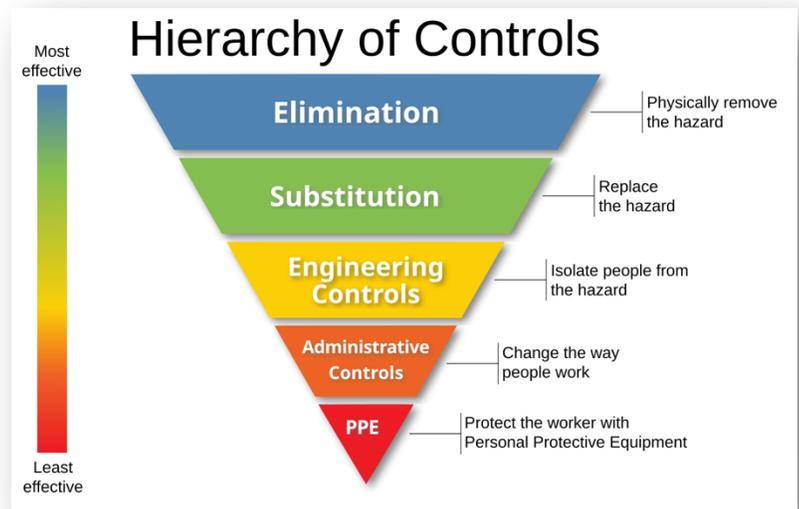
Noise	Public/Bystanders	Falls from heights
Chemical Use	Housekeeping	Abrasive/Sharp Objects
Traffic	Ladder Use	Thermal

There are endless types of hazards to contend with, one helpful thing to remember is to always assess your GEM's: Gravity, Electrical, Mechanical. Those three are typically the most unforgiving hazards when uncontrolled...

## Barriers

When you recognize a hazard, you must figure out how to create a barrier that will protect you from the hazard. When deciding what you will do to protect against hazards, it is helpful to know the range of barrier effectiveness, demonstrated in the “upside down” triangle here (formally known as the “Hierarchy of Controls”).

The goal is to completely eliminate hazards when possible, and when not possible the goal is to get as high up on the triangle as you can...



## DH TEAM ACTIONS:

1. Follow any existing protocols, safety manual expectations.
2. When faced with non-routine tasks, or tasks that go beyond existing protocol, perform a JHA, by assessing work tasks, potential hazards, and barriers to those hazards.
  - a. **STOP** if you are still uncomfortable/unsure after performing a JHA and contact your supervisor.
  - b. Make sure ALL impacted by the job evolution are involved in the JHA
3. Understand the Hierarchy of Controls and make every effort to get to the top of the controls, by completely eliminating hazards.
4. For complex evolutions, documenting the hazard assessment is suggested – using the template in attachment #1 (or similar documentation). Please send any completed JHA's to [safety@darkhive.com](mailto:safety@darkhive.com) so they can be archived and referenced by the team.



D A R K H I V E

Appendix 1: JHA Form

Dark Hive Job Hazard Assessment		
Location		
Date		
General Task Description		
Task Step	Hazard	Barrier
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
<p style="text-align: center;"><b>Final Questions to Consider:</b></p> <p style="text-align: center;">Are anticipated hazards appropriately controlled?</p> <p style="text-align: center;">Is everyone comfortable with proceeding?</p>		
Person Completing Form		
Other Attendees		
Please send completed JHA's to <a href="mailto:safety@darkhive.com">safety@darkhive.com</a>		

